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This Special Navigation Procedures has been established according to Management Rules for Safe Navigation of Ships (SQ-15) of Safety Management Manual (SQ-10).

1. Navigation in restricted visibility

1.1 While sailing in restricted visibility, which has a visibility of less than 3 nautical miles, the person in charge of navigational watchkeeping shall report the conditions to the Master and the corresponding checklist (SQ-15603-01) must be issued.

1.2 Upon receiving the report, the Master shall check the conditions immediately, and issue the command for navigation in restricted visibility of special watchkeeping stations.

1.3 The personnel in charge of navigational / machinery / radio watchkeeping duties (or GOC holder) shall engage their duty of navigation in restricted visibility of special watchkeeping stations according to the Master's instruction.

1.4 When normal conditions are restored and the dangerous situation has passed, the Master shall dismiss the stations.

1.5 When orders for navigation in restricted visibility of special watchkeeping stations has been issued or dismissed, the time, position, arrangement of watch shall be recorded in the Deck Log (SQ-1531) and the Engine Log (SQ-1532).

2. Navigation in narrow channels and congested waters

2.1 The person in charge of navigational watch keeping shall report the condition to the Master 30 minutes before entering the Dangerous areas such as, Narrow Channel, Shallow waters, Ice Sea Areas, congested Water, Etc (hereinafter referred to Narrow Channel and Congested water and issue the prescribed checklist (SQ-15603-01)

2.2 Upon receiving the report, the Master shall check the position of the ship, and issue the proper command for navigation in narrow channels and congested waters of special watchkeeping stations.

Signature of Staffs/ Master / Officers for Acknowledgment						

2.3 The personnel in charge of navigational / machinery / radio watchkeeping duties (or GOC holder) shall engage their duty of navigation in restricted narrow channels and congested waters of special watchkeeping stations according to the Master's instruction.

2.4 When normal conditions are restored and the dangerous situation has passed, after passing narrow channels and congested waters, the Master shall dismiss the stations.

2.5 When orders for navigation in narrow channels and congested waters of special watchkeeping stations has been issued or dismissed, the time, position, arrangement of watch shall be recorded in the Deck Log (SQ-1531) and the Engine Log (SQ-1532).

3. Navigation in rough weather

3.1 When the navigational conditions has changed to rough weather with wind force greater than 6 in Beau forth scale and wave heights greater than 5m, the person in charge of navigational watchkeeping shall report the conditions to the Master, and to issue checklist (SQ-15603-01)

3.2 Upon receiving the report, the Master shall check the condition of sea and weather, and issue the proper command for navigation in rough weather of special watchkeeping stations.

3.3 The personnel in charge of navigational / machinery / radio watchkeeping duties (or GOC holder) shall engage their duty of navigation in rough weather of special watchkeeping stations according to the Master's instruction.

3.4 When normal conditions are restored and the dangerous situation has passed weather condition has been changed, the Master shall dismiss the stations.

3.5 When orders for navigation in rough weather of special watchkeeping stations has been issued or dismissed, the time, position, arrangement of watch shall be recorded in the Deck Log (SQ-1531) and the Engine Log (SQ-1532).

4. The procedures for the safety navigation

To navigate safely in dangerous areas such as narrow channel, shallow water, ice sea areas, congested water, and etc. The navigational watchkeeper shall refer to the Mariners Handbook, Bridge Procedure Guide, and Passage Planning Guidelines which form part as procedures onboard.

5.0 **Receiving and transferring fuel oil and lubricating oil.**
Before Bunkering

1. The Chief Engineer should calculate and check which tanks are to be filled after he receive confirmation from the shore office the amount of fuel to be received.

2. A meeting shall be held between the members that will take part in the bunkering process and they should be explained about the following;
   a. which tank is to be filled
   b. sequence order of the tank to be filled
   c. how much bunker are to be taken
   d. emergency procedures in case oil spill occurred.
   e. Responsibilities of each officer are explained.

3. Sounding is taken before bunkering and record is being made.
4. A checklist is to be filled, so that nothing is missed out.
5. All deck scupper and save all tray are properly plug up
6. Overflow thank are check to be empty.
7. Adequate lightning at bunker and sounding position is to be provided.
8. No smoking notice should be provided.
9. On board communication between the people involved in bunkering is made.
10. Red flag/ light is presented on the mast head.
11. Opposite side bunker manifold valves are closed.
12. Vessel draught and trim are recorded prior the bunkering.
13. All equipments in SOPEP locker are checked to be in place.
14. When barge is secured to the shipside, the person involved on barge are also explained about the bunker plan.
15. Barge paper works is checked for oil grade and the density if they are as per the specification..
16. The hose is then connected to manifold.
17. All the valves required are opened and checked.
18. Proper communication between the barge and the ship is established.
19. Sign and signals Are to be followed as discussed in case of communication during the emergency.
20. Manifold valves is open for bunkering.

During Bunkering

1.During the start of bunker, the pumping rate is kept low, this is done so as to check That the oil ism coming to the tank to which the valve is opened.
2. After confirming the oil is coming to the proper tank the pumping rate is increased as agreed before.
3. Generally only one tank is preferred because gauging of more than one tank at a time increase the change of overflow.
4. The max allowable to which the tank is filled is 90% and when the tank level about to maximum level the barge is told to pump at low pumping rate so as to top up the tank, and then the valve of other tank is opened.
5. During bunkering sounding is taken regularly and the frequency of sounding is more when the tank in near to full. Many vessels have tank gauges which show tank level in control room but this is only to be relied if the system is working properly.
6. Temperature of bunker is also to be checked, generally the barge or supplier will provide the bunker temperature. Temperature above this may lead to shortfall in bunker.
7. A continuous sample is taken during the bunkering with the help sampling cock at the manifold or using probe sampler.

After bunkering

1. Draft and trim of the ship is checked.
2. Take sounding of all tank bunkered.
3. The volume bunkered should be corrected for trim, heel, and temperature correction.
4. In general for each degree of increase in temperature, the density should be reduced by 0.64 kg/m3
5. Four samples are taken during the bunkering, one is kept onboard, one for barge, one of analysis, one for port state or IMO, one is given to barge.
6. The chief engineer will sign the bunker receipt and the amount of bunkered received
7. If there is any shortfall of bunker received the chief engineer can issue a note of protest against the bunker supplier.
8. After everything is settled, the hose connection is removed.
9. The sample is sent to the laboratory for analysis.
10. The new bunker should not be used until the result of analysis is received, unless there is short of bunker to use.

5.1 The Master shall issue orders as the overall in charge for special stations for receiving and transferring fuel oil and lubricating oil and take responsibility for preventing and monitoring oil pollution.

5.2 When carrying out bunkering, a bunkering checklist (SQ-15604) and oil transfer procedure (SQ-15605) shall be prepared to ensure that the procedures are being followed. A bunker pre loading plan (SQ-1841) shall be filled out prior to the start of bunkering operation and shall be posted close to the bunker station.

5.3 In case of rain during bunkering operation, rain water to be collected using portable pump to pump contaminated water to the bilge holding tanks and run through oil water separator(OWS)

5.4 Training for bunkering shall be carried out within 48 hours prior to the operation of receiving and transferring fuel oil / lubricating oil according to “Procedures for Bunkering Station Drill” (SQ-184).

5.5 The pre-transfer conference shall be carried out sufficiently by both persons in charge of supplier and receiver prior to the operation of the receiving and transferring fuel oil and lubricating oil.

5.6 When orders for special stations for receiving and transferring fuel oil and lubricating oil has been issued or dismissed, the time and arrangement of stations shall be recorded in the Deck Log (SQ-1531), the Engine Log (SQ-1532) and the Oil Record Book (SQ-1611).

Updating of ENC

6.0

6.1 Automatic updates(TGT data) are supplied to the vessel from the company thru the ENC provider. The master shall specify the scope for updating ENC depending on the coverage area Of the ship, and shall take measures to distinguish updated and outdated ENC clearly.

6.2 In the absence of ENC for the intended port because of sudden change of destination and/or discharging/loading port, Master to contact and send immediate request to ship management company without delay.

6.3. After the update had been imputed to the ECDIS system, master to sign the front side of the CD where update had been stored and keep for future reference. TGT data is provided by UKHO.

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6.4 When the 2nd officer have completed the updating of ENC by TGT data. He shall note and enter number of the weekly update in the " SQ-1561-Chart Revision Record and obtain the approval of the master.

6.5 The chart updating record/ Chart Revision Record(SQ-1561) shall be kept in the bridge always.